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**ABSTRACT**

Additions and deletions to Agency Training Centers for Government Employees, FY1972, and Off-Campus Study for Government Employees, July 1971, are contained in this supplement. Centers are listed by courses offered, to whom it is available, cooperating university, and other general information. (RS)

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ED 068824

**SUPPLEMENT TO**

**Agency Training Centers  
for Government Employees  
and  
Off-Campus Study Centers  
for Government Employees**

**AUGUST 1972**

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**U.S. CIVIL SERVICE COMMISSION  
BUREAU OF TRAINING  
TRAINING ASSISTANCE DIVISION**

PAMPHLET T-5

SUPPLEMENT  
TO  
AGENCY TRAINING CENTERS  
FOR GOVERNMENT EMPLOYEES

FY 1972

## INTRODUCTION

This Supplement contains additions and deletions to the existing documents of Agency Training Centers for Government Employees, Revised Edition, FY 1972 and Off-Campus Study for Government Employees, Revised Edition, July 1971.

The information in these publications has not substantially changed. Therefore, rather than publish an entirely new publication, we have designed this supplemental to facilitate the effectiveness and economical use of this resource information. For further information on off-campus study centers or agency training centers which have not changed the reader should consult the main directory of these publications.

Agency Training Centers for Government Employees is published to provide management and training officials throughout the Federal, State, and local governments with up-to-date information on agency operated training centers. Also, it provides information on the number and variety of programs offered at these centers and on the general characteristics of these valuable resources for the training of government employees. Whereas, Off-Campus Study Centers for Government Employees is published to provide management and training officials throughout the government with current information on programs and courses offered by educational institutions to employees at Federal agency work sites after working hours.)

Additional information may be obtained by interested agencies by contacting the U.S. Civil Service Regional Training Centers listed at the back of this publication or the Bureau of Training, Training Assistance Division, U.S. Civil Service Commission, Washington, D.C. 20415 (AC 202-632-5660).

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Department of Agriculture

Animal and Plant Health Inspection Service

APHIS TRAINING CENTER  
Battle Creek, Michigan

Purpose: The Center designs and directs the conduct of a Plant Protection and Agricultural Quarantine Inspection (PP&Q) training and development program to provide a general career plan for all professional employees; provides evaluations and feasibility data on out-service training recommendations for professional employees; and designs and conducts Agency-wide training in applicable scientific disciplines and management responsibilities and activities.

Programs or Courses Offered:

Resident Courses

AQI Pre-Supervisory Course	FAO Plant Quarantine Treatment
Agricultural Quarantine	Program Treatment Training
Entomology	PP&Q Basic Training in Rules
Entomology Identifiers	and Regulations
Field Training	PP&Q Basic Training in the
Khapra Beetle Identification	Technical Disciplines
Plant Quarantine Nematology	Selective Inspection Program
Plant Quarantine Pathology	Military Cooperator
Port Treatment Workshop	Military Quarantine Inspector
Plant Quarantine and Plant	Training (Viet Nam Retrograde
Protection International	Cargo)
Training	Supervisory Training Course
Pesticides, Plant Protection	Phase I and II
Programs & the Environment	Defensive Driving

Who May Attend: Professional employees in one of the biological sciences and employees engaged in administrative activities and having management responsibilities.

General Information: The Center provides training for employees of other agencies, and non-Federal personnel. The Center assists trainees in obtaining accommodations.

Department of Agriculture - continued

Animal and Plant Health Inspection Service

For Further Information Contact:

Dr. Harold S. Shirakawa, Acting Director  
Organization Development Staff  
U.S. Dept. of Agriculture  
Animal and Plant Health Inspection Service  
Room 830-A, Federal Center Building No. I  
Hyattsville, Maryland 20782

Phone: Area Code 301, 436-8818

Department of Defense

Army

U.S. ARMY COMPUTER SYSTEMS COMMAND (HEADQUARTERS ANNEX)  
USACSC ADP Training Center  
Falls Church, Virginia (Physical Location)

Purpose: To offer short resident courses in technical ADP subjects and related management sciences courses to command members. Other Federal personnel are accommodated on a space-available basis.

Programs or Courses Offered:

Computing Systems Fundamentals  
Fundamentals of Programming  
Introduction to IBM System 260  
ANSI COBOL  
Assembly Language Coding  
PL/1  
Introduction to DOS-DOS/JCL  
Introduction to OS-OS/JCL  
Data Base Design  
Introduction to Teleprocessing  
Introduction to Operations Research  
Introduction to Statistics  
Systems Analyst Training

Who May Attend: Employees of the Department of Defense and the Federal Government. Certain technical course prerequisites must be met for the more advanced courses.

General Information: Most of the courses offered utilize Video Assisted Instructional techniques and may be taken in a classroom or self-study environment. Cafeteria and library facilities are available at the site. No government billets are available in the immediate area.

For Further Information Contact:

Mr. Ronald E. Anderson  
HQ USACSC  
Attn: CSCS-ENT-T  
Fort Belvoir, Virginia 22060

Phone: Area Code 202, 756-5488



Department of Defense

Army

MDW CIVILIAN PERSONNEL TRAINING CENTER  
Washington, D.C.

Purpose: To provide technical, supervisory, management and orientation training to U. S. Army civilian and military personnel assigned or attached to the Headquarters, Military District of Washington.

Programs or Courses Offered:

Basic Supervision Course  
Intermediate Supervision Course  
Management '72 Course  
Workshop for Middle Managers  
Orientation Programs as required  
Local Technical Courses as required

Who May Attend: U. S. Army, Military District of Washington civilian and military personnel; civilian personnel of other U. S. Army Major Commands and other Department of Defense civilians on a space available basis. All nominees to supervisory and management programs must be classified as supervisors or managers in their respective organization.

General Information: No live-in arrangements available at the center; all trainees must make their own living arrangements at District of Columbia Metropolitan area military or commercial facilities. Future plans call for offering the U. S. Army Logistics Management Center's - "Defense Procurement Management" course using the On-the-Job-Education plan during the 2nd half of Fiscal Year 1972. All courses are offered with the aid of in-house or Federal and private sector consultant resource personnel, with no special arrangements made through academic institutions. Consultants are normally procured on an individual basis.

For Further Information Contact:

Anthony J. Witkowski  
Chief, Training and Development  
MDW Civilian Personnel (DCSPER)  
Fort Myer, Virginia 22211

Phone: Area Code 202, 692-3277  
Autovon: (22) 23277

Department of Defense

Navy

BASE INDUSTRIAL RELATIONS OFFICE EDUCATION CENTER

Subic Bay, Philippines

Purpose: To plan, develop, and administer training and employee development programs for military and civilian personnel of both appropriated and non-appropriated fund activities. To provide technical and advisory service and assistance to all commands and activities serviced on all training and employee development matters to accomplish program objectives. To conduct or arrange for training and promote employee development through a variety of apprentice training, administrative, managerial, professional, job-skill, clerical, and self-development programs. To evaluate effectiveness of programs.

Programs or Courses Offered: Based on the needs of activities being serviced by this Center, the following courses/programs are conducted regularly:

Supervisory Development Course (Phases I, II, & III)  
Supervision and Group Performance  
Conference Leadership  
Instructor Training  
Personnel Relations  
Orientation of Newly Assigned/Arrived Military and  
U.S. Civilian Supervisors  
Employee Orientation  
Drivers Training  
Food Service Training (Basic and Refresher)  
Blueprint Reading & Sketching  
Motion Picture Operation  
Office Practices  
Advanced Office Procedures  
Secretarial Refresher  
Automotive Driver's Trouble Shooting  
Automotive Carburetor Maintenance  
Electric Forklift  
General Auto Trade Theory for Automotive Mechanics  
Preventive Maintenance Inspection for Drivers and Operators  
Forklift Truck Operators Course  
Auto AC Generating System (Principles and Operation)  
Auto Alternator Service and Maintenance  
Diesel Engine Fuel System Service and Repair  
Explosive-Carrying Vehicle Driver's Training  
SUN Electric Engine Tester Specialization  
Apprentice Trade Program

Department of Defense - continued

Navy

Who May Attend: Nominees of activities being serviced by the Center.  
The courses are available to other entities on a need basis  
and if within the Center's capability.

General Information: No tuition fee required.

For Further Information Contact:

Howard W. Goode  
Base Industrial Relations Office  
Box 31  
U.S. Naval Base  
FPO San Francisco 96651

Department of Defense

Navy

CCPO TRAINING CENTER, NAVAL DISTRICT, WASHINGTON  
Washington, D.C.

Purpose: To provide employees serviced by the CCPO with training, development and career planning that will achieve and maintain a high level of performance; improve job efficiency; retain employees; insure effective utilization of manpower; encourage self-development; assist in achieving higher potential usefulness; and motivate and stimulate responsibility.

Courses or Programs Offered:

Personnel Management Institute  
Basic and Pre-Supervisory Development  
2nd Phase Supervisory Development  
\*English Usage (Programme Instruction)  
\*Effective Writing  
\*Reading Improvement (VICORE)  
Instructional Methods  
Orientation (New Employees)  
\*Report Writing  
Basic Office Skills Training  
Secretarial Development  
\*Shorthand (Beginners and Advanced)  
Typewriting Refresher  
Remedial Typing  
Pre-Retirement Planning Seminar  
Seminar for Summer Aids Supervisors  
Supervisor Training on Human Relations

Who May Attend: Attendance is primarily for personnel serviced by the CCPO. Other Navy and Federal employees on a space available basis.

General Information: All courses are free except for those marked with an asterisk (\*). No government living quarters are available.

For Further Information Contact:

Mr. Louis A. Vagnoni  
Chief, Employee Development Division, Code 113  
Consolidated Civilian Personnel Office  
Washington Navy Yard  
Washington, D. C. 20390

Phone: Area Code 202, 693-3160

Department of Defense

Navy

MSCLANT FIREFIGHTING AND DAMAGE CONTROL SCHOOL  
Bayonne, New Jersey

Purpose: To train MSC marine personnel and marine employees of the shipping industry who are sponsored by the U. S. Maritime Administration.

Programs or Courses Offered: Classroom instruction in firefighting and damage control, and practical firefighting on firefield.

Who May Attend: Marine personnel sponsored by MSC or Maritime Administration.

General Information: The school has no live-in arrangements.

For Further Information Contact:

Mr. Philip Brunell  
Training Director  
Military Sealift Command, Atlantic  
58th Street and First Avenue  
Brooklyn, New York 11250

Phone: Area Code 212, 439-5400; Extension 5124

Environmental Protection Agency

National Training Center (Water Quality)  
Solid Waste Academy  
Water Supply Training Division

NATIONAL ENVIRONMENTAL RESEARCH CENTER  
Cincinnati, Ohio

Purpose: To provide short term technical courses for state and local personnel in the field of solid waste and water management, prevention and control. These courses are designed to provide knowledge and competency in the newest development in these fields.

Programs or Courses Offered: Program plans and curriculum are being revised, so names and dates of specific courses are not available at this time.

Who May Attend: Personnel who work in the environmental management field.

General Information: There is no tuition fee. Assistance is given in obtaining housing at local hotels and motels.

For Further Information Contact:

Mr. Harold Jeter, Director  
National Training Center  
Direct Technical Training Branch  
Manpower Development Staff  
Office of Water Programs  
Cincinnati, Ohio 45268

Phone: Area Code 513, 871-6248

Dr. Maxwell Wilcomb, Acting Chief  
Training Academy  
Systems Management Division  
Assistance Branch  
Office of Solid Waste Management Programs  
Cincinnati, Ohio 45268

Phone: Area Code 513, 684-4276

Environmental Protection Agency - continued

National Training Center (Water Quality)  
Solid Waste Academy  
Water Supply Training Division

Dr. A. Edgar Jeffrey, Training Officer  
Water Supply Program Division  
Office of Water Programs  
Cincinnati, Ohio 45268

Phone: Area Code 513, 871-6272

General Services Administration

Public Buildings Service

FEDERAL PROTECTIVE SERVICE TRAINING ACADEMIES

Boston, Massachusetts  
Washington, D.C.  
Atlanta, Georgia  
Fort Worth, Texas  
San Francisco, California

Purpose: To conduct programs to train GSA Federal Protective Officers and other protective personnel in the protection of personnel and property.

Programs or Courses Offered:

Federal Protective Officer Basic Training: A four-week intensive police oriented training course for all new Federal Protective Officers.

Federal Protective Officer Supervisory Training: A one-week law enforcement supervisory course.

Federal Protective Officer Refresher Training: A one-week refresher course for officers.

Federal Protective Officer Cadre Training: Specialized training for selected personnel on crowd control and emergency procedures.

Who May Attend: Although the courses have been designed primarily to meet the needs of GSA Federal Protective Officers, special arrangements may be made for other Federal protective personnel to attend on a case by case basis.

General Information: All academies except the Washington location are residence centers with lodging and meals available.

For Further Information Contact:

Director, Federal Protective Service Division  
Office of Buildings Management  
Room 6672  
GSA Regional Office Building  
7th & D Streets, SW.  
Washington, D.C. 20407

Phone: Area Code 202, 962-6275



Department of Interior

Bureau of Indian Affairs

NATIONAL INDIAN TRAINING CENTER

Intermountain School Campus

Brigham City, Utah

Purpose: To broaden the scope of training opportunities for Indian people and those who work with Indians; to support the efforts of Indian people toward self-determination by encouraging them to take advantage of available training opportunities; to give Indian participants the opportunity to direct the processes and decisions that affect their career plans and goals.

Programs or Courses Offered:

Accelerated Reading  
Communications  
Counseling  
Developing Human Potential  
Economic Opportunity  
Equal Employment Opportunity  
Employer/Employee Relations  
Grant and Aid Programs  
How Groups Work Together  
How to Be a Better Manager  
How to Set Up Training Programs  
How to Use Instructional Materials and Methods  
How to Work With Other People  
Improving Your Leadership Skills  
Indian School Board Training  
Motivation  
Multi-culture in America  
Problems in Society  
Public Speaking  
Secretarial and Office Skills  
Setting Personal Goals and How to Achieve Them  
The Federal Government and You  
Vocational Guidance and Training  
Writing Letters  
Writing Reports

Who May Attend: Any member of any tribe, regardless of whether he lives on a reservation or elsewhere, tribal councils and governments at all levels, any Indian who needs to learn how to establish and manage a business, employees of tribal organizations, members of Federal, state and local governments who have any contact or responsibility in working with Indian people.

Department of Interior - continued

Bureau of Indian Affairs

General Information: Tuition fees vary with a representative fee falling in the range \$50 to \$75 per participant. Some of the course offerings are without charge however. Participants are provided in advance with brochures listing available motels. The institute will make reservations on request. Meal arrangements may be made at the Intermountain School at a cost of \$5.00 per day (includes all three meals).

For Further Information Contact:

Mr. Lee Davis  
Mr. Ed Wight  
Dr. Paul Fossen

National Indian Training Center  
Box 66  
Brigham City, Utah 84302

Phone Commercial (801) 723-8591 Ext. 331  
FTS: (801) 723-4331

Department of Interior

Bureau of Reclamation

OPERATOR TRAINING CENTER

Denver Federal Center, Bldg. 53  
Denver, Colorado.

Purpose: Provides training of power system operators covering theoretical and practical instruction in hydroelectric power operation using a powerplant-substation-transmission system simulator to help provide better qualified operating personnel; to improve the knowledge and experience of personnel responsible for operating power facilities; to develop in the personnel the ability to operate efficiently, skillfully, safely, and perform correctly and promptly under normal and abnormal conditions; to acquire operation proficiency in coping with emergencies; to acquaint personnel with new power system practices and developments; to minimize operating errors stressing error-free performance.

Programs or Courses Offered:

Training Course for Power Operating Personnel

Course is scheduled on nearly 2 week intervals, providing approximately 20 courses per year.

Who May Attend: Course open to Bureau of Reclamation Power Operating Personnel. Other interagency and non-Government power operating personnel may attend on a space-available basis.

General Information: Operator Training Center began operating on April 13, 1971. Classes are limited to 12 participants. There is no tuition fee. Assistance is given in obtaining housing at local hotels and motels. Plans are being made to include system and area dispatcher training.

For Further Information Contact:

Chief, Division of Power Operation and Maintenance  
Bureau of Reclamation  
Denver Federal Center, Building 67  
Denver, Colorado 80225

Phone: Area Code 303, 233-3611, Ext. 2064

Department of Justice

Bureau of Prisons

FOOD SERVICE TRAINING CENTER

c/o Federal Reformatory  
Petersburg, Virginia

Purpose: To provide a 1-year training program in correctional institution food service operations: (1) For supervisors of correctional institution food operations in the Federal government; (2) For state and local corrections personnel with similar responsibilities; and (3) for Federal prison inmates studying food handling.

Programs or Courses Offered: Food Service Operations: a 1-year program combining formal classroom training and on-the-job experience.

Who May Attend: Federal Prison System food service employees. State and local corrections employees with similar responsibilities will be accepted on a space-available basis.

General Information: There is no tuition fee. The employing agency is expected to bear all costs of transportation, housing, and incidental expenses. Assistance is given in obtaining housing at local motels.

For Further Information Contact:

Director  
Food Service Training Center  
c/o Federal Reformatory  
Petersburg, Virginia 23804

Phone: Area Code 703, 732-9102 (FTS)  
Area Code 703, 733-7881 (Commercial)

Department of Justice

Bureau of Prisons

STAFF TRAINING CENTER  
c/o U.S. Penitentiary  
Atlanta, Georgia

Purpose: To provide training for employees of the Federal Prison System and for others with similar responsibilities in corrections. To provide consultation and assistance in the development of training activities to state and local corrections agencies.

Programs or Courses Offered:

Introduction to Correctional Techniques  
Advanced Correctional Techniques (to be developed in 1972)  
Administrators Orientation to Correctional Training  
Training for Correctional Trainers

Who May Attend: All employees of the Federal Prison System. State and local employees are accepted only on a space-available basis.

General Information: There is no tuition fee. The employing agency is expected to bear all costs of transportation, housing, and incidental expenses. Assistance is given in obtaining housing at local motels. The Introduction to Correctional Techniques is a 2-week course and classes begin each two weeks except for certain holiday periods. The administrators and trainers programs are given on a demand basis and the length is usually tailored to meet the requirements of the requesting agency.

For Further Information Contact:

Director  
Staff Training Center  
c/o U. S. Penitentiary  
Atlanta, Georgia 30315

Phone: (ETS) Area Code 404, 526-4484  
(Commercial) Area Code 404, 622-6241

Department of Justice

Bureau of Prisons

STAFF TRAINING CENTER

P. O. Box 2000  
El Reno, Oklahoma

Purpose: To provide training for employees of the Federal Prison System and for others with similar responsibilities in corrections. To provide consultation and assistance in the development of training activities to state and local corrections agencies.

Programs or Courses Offered:

Introduction to Correctional Techniques  
Advanced Correctional Techniques (to be developed in 1972)  
Administrators Orientation to Correctional Training  
Training for Correctional Trainers

Who May Attend: All employees of the Federal Prison System. State and local employees are accepted only on a space-available basis.

General Information: There is no tuition fee. The employing agency is expected to bear all costs of transportation, housing, and incidental expenses. Assistance is given in obtaining housing at local motels. The Introduction to Correctional Techniques is a 2-week course and classes begin each two weeks except for certain holiday periods. The Administrators and trainers programs are given on a demand basis and the length is usually tailored to meet the requirements of the requesting agency.

For Further Information Contact:

Director  
Staff Training Center  
P. O. Box 2000  
El Reno, Oklahoma 73036

Phone: Area Code 405, 231-4191, 4192 (FTS)  
Area Code 405, 262-6867 (Commercial)

Department of Transportation

National Transportation Safety Board

NATIONAL AIRCRAFT ACCIDENT INVESTIGATION SCHOOL

Dulles International Airport  
Washington, D.C.

Purpose: To provide classroom and on-the-job training in aircraft accident investigation for NTSB investigators and persons in related fields who provide assistance and expertise to the Safety Board during the investigation of aircraft accidents or incidents; to conduct recurrent training courses, augmented by seminars and special meetings, designed to apprise investigators of the latest aviation developments.

Programs or Courses Offered: Basic aircraft accident investigation. Advanced courses in aircraft accident investigation and related areas. In-house and industry seminars and special meetings.

Who May Attend: NTSB investigators, other U. S. Government agency aircraft accident investigators, military aircraft accident investigators, aviation personnel of foreign governments, and aviation industry personnel expected to participate in aircraft accident investigations conducted by the National Transportation Safety Board.

General Information: There is no tuition fee, but a \$100 cost of materials fee for the 4 week course; the fee is prorated on a weekly basis, if a participant is unable to attend all 4 weeks. Housing and transportation information is available upon request.

For Further Information Contact:

Mr. Edwin V. Nemes  
Supervisor  
National Aircraft Accident Investigation School  
P. O. Box 17226  
Dulles International Airport  
Washington, D.C. 20041

Phone: Area Code 703, 471-4007

Department of Transportation  
Federal Aviation Administration

TRANSPORTATION SAFETY INSTITUTE  
Oklahoma City, Oklahoma

Purpose: Established by the Secretary of Transportation to conduct training in accident/incident investigation and regulatory compliance techniques for all modes of transportation.

Programs or Courses Offered: Courses which provide training in aircraft, railroad, and motor carrier accident/incident investigation procedures and techniques.

Who May Attend: Primarily, Department of Transportation employees having accident/incident investigation responsibilities. Secondly, state, local, foreign, and military accident/incident investigators.

General Information: There are no living arrangements established for resident training, but commercial facilities are available.

For Further Information Contact:

Mr. Robert F. Creson  
Director, Transportation Safety Institute  
P. O. Box 25082 - AC-600  
Oklahoma City, Oklahoma 73125

Phone: Area Code 405, 686-2153



PAMPHLET T-4

SUPPLEMENT  
TO  
OFF-CAMPUS STUDY CENTERS  
FOR GOVERNMENT EMPLOYEES

JULY 1971

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OFF-CAMPUS STUDY CENTERS  
FOR GOVERNMENT EMPLOYEES

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Department of Defense

Air Force

AIR FORCE EDUCATION CENTERS  
Europe (Graduate)

Cooperating University:

University of Arkansas  
Wiesbaden, Germany

Programs or Courses Offered:

Master of Science in General Management  
Master of Arts in International Relations

Who May Attend:

Military Personnel, Federal Employees, Dependents.

General Information:

Classes are held at Air Force Bases in Germany,  
Greece, United Kingdom, Turkey, Spain  
\$48.00 per semester hour  
5 - 6 terms per year

For Further Information Contact:

Dr. Gerard Halpern  
European Coordinator  
University of Arkansas  
LAS Education Center  
APO New York 09633

Department of Defense

Air Force

AIR FORCE AND ARMY EDUCATION CENTERS  
Europe (Graduate)

Cooperating University:

University of Oklahoma  
Wiesbaden, Germany

Programs or Courses Offered:

MA in Public Administration and MA Economics  
MA in Human Relations

Who May Attend:

Military personnel, Federal employees, Dependents

General Information:

Classes are held at Air Force and Army Education Centers in  
Ethiopia, Germany, Holland  
\$60.00 per semester hour  
1 week seminars

For Further Information Contact:

Mrs. Waldo Copley  
European Coordinator  
University of Oklahoma  
LAS Education Center  
APO New York 09633

Department of Defense

Air Force

AIR FORCE EDUCATION CENTERS  
Europe (Graduate)

Cooperating University:

University of Utah  
Wiesbaden, Germany

Programs or Courses Offered:

Master of Business Administration (MBA)

Who May Attend:

Military Personnel, Federal Employees, Dependents.

General Information:

Classes are held at Education Centers in Germany and  
United Kingdom.  
\$36.00 per quarter hour  
5 quarters per year

For Further Information Contact:

Dr. Milton Matthews  
European Coordinator  
University of Utah  
LAS Education Center  
APO New York 09633

Department of Defense

Air Force

AIR FORCE EDUCATION CENTERS  
Europe (Graduate)

Cooperating University:

Wayne State University  
Wiesbaden, Germany

Programs or Courses Offered:

MA Education, Social  
MA in Counseling and Guidance

Who May Attend:

Military Personnel, Federal Employees, Dependents.

General Information:

Classes are held at Education Centers in Germany, Italy,  
and Turkey.

\$35.00 per quarter hours

5 terms per year

For Further Information Contact:

Mr. Peter Peterson  
European Coordinator  
Wayne State University  
LAS Education Center  
APO New York 09633

Department of Defense

Air Force

AIR FORCE EDUCATION CENTERS  
Pacific Theater (Graduate)

Cooperating University:

Michigan State University  
Lansing, Michigan

Programs or Courses Offered:

Education Course tailored to the overseas Dependent Schools program and child.

Who May Attend:

Professional staff of DOD Schools - see above - others qualified and interested on a space available.

Must meet University entrance requirements of program.

Applicable to Graduate Credit program.

General Information:

Classes are normally held during off-duty hours in the various Pacific area countries where DOD Dependent Schools are located, but more frequently in Japan and Okinawa.

For Further Information Contact:

Miss Mikki Dillon  
Plans & Development Officer  
CINCPACAF (DPNC)  
APO San Francisco 96553  
Telephone - 445432

or:

Mr. Henry A. Strom  
Chief, Training & Development  
CINCPACAF (DPCC)  
APO San Francisco 96553  
Telephone - 444362



Department of Defense

Air Force

6585th TEST GROUP (AFSC) DEVELOPMENT CENTER  
Holloman AFB, New Mexico

Cooperating University:

New Mexico State University  
Las Cruces, New Mexico

Programs or Courses Offered:

Graduate-level courses leading toward advanced degrees in engineering and related scientific fields. Graduate courses in electrical engineering, mechanical engineering, computer science, mathematical sciences and industrial engineering.

Who May Attend:

Federal employees, contractor and DOD personnel.

General Information:

Classes are conducted on-base at strategic locations during or after normal working hours.

For Further Information Contact:

Mr. Frank Green, Technical Advisor  
6585th Test Group/CA  
Holloman AFB, New Mexico 88330  
Phone: Area Code 505, 473-6511, extension 3310

or:

Mr. Jim L. Ross, Employee Development Specialists  
49th Combat Support Group (DPCC)  
Holloman AFB, New Mexico 88330

Phone: Area Code 505, 473-6511, extension 7208

Department of Defense

Navy

MARINE CORPS SUPPLY CENTER  
Barstow, California

Cooperating University:

Chapman College  
Orange, California

Programs or Courses Offered:

Courses in business law and statistics

Who May Attend:

Classes are open to all military personnel, their dependents, civilian employees, veterans, teachers, and other civilians in the surrounding communities.

General Information:

Classes are being held after hours on the Center in Building 21. Long range plans include the possibility of expanding the program to five or six courses.

For Further Information Contact:

Education Office, Headquarters Battalion  
Marine Corps Supply Center  
Barstow, California 92311

Phone: Area Code 714, 577-6312

Department of Defense

Navy

NAVAL AIR STATION STUDY CENTER, MIRAMAR  
San Diego, California

Cooperating University:

Chapman College  
Orange, California

Programs or Courses Offered:

BACHELOR OF ARTS DEGREE

Economics/Business Administration  
Government  
History  
Psychology/Sociology  
Social Sciences

MASTER OF ARTS DEGREE

Education  
Counseling (psychological, School, Pastoral, Correctional)  
Administration (Business, Public, Educational)

Courses In:

Art	Mathematics
Biology	Music
Drama	Natural Sciences
Economics/Business Admin.	Philosophy
Education	Psychology
English	Religion
Foreign Languages	Sociology, Social Welfare,
Government	Anthropology
History	Speech
Library Science	

Who May Attend:

Federal Employees, non-appropriated fund employees, military personnel and their dependents.

NAVAL AIR STATION STUDY CENTER, MIRAMAR (Continued)  
San Diego, California

General Information:

All courses carry residence credit which may be applied toward degree requirements at Chapman College or transferred to other four-year colleges and institutions.

For Further Information Contact:

Dr. Cyril A. Conrad, Director  
Chapman College Residence Education Center  
Naval Air Station Miramar  
San Diego, California 92145

Phone: Area Code 714, 271-2374

Department of Defense

Navy

NAVAL AIR STATION STUDY CENTER, NORTH ISLAND  
San Diego, California

Cooperating Universities:

LaVerne College  
LaVerne, California

San Diego State College  
San Diego, California

Southwestern College  
Chula Vista, California

Programs or Courses Offered:

LaVerne College: Courses leading to Bachelor of Arts Degree

San Diego State College: Certificate in Public Administration

Southwestern College: Certificate in Governmental Administration  
(SDSC cooperating with upper division courses); Supervision  
curriculum plus a number of technical subjects, i.e., mathematics,  
data processing, electricity, electronics.

Who May Attend:

Civilian and military(including dependents) personnel. Citizens of  
the local community may also participate.

General Information:

San Diego State College and Southwestern College courses are held  
at the Naval Air Station, Training Division, Building 5. LaVerne  
College courses are held in the Residency Center, Building 624.

For Further Information Contact:

Mr. C. R. Jupin (Code IRTP)  
Training Division, Building 5  
Naval Air Station, North Island  
San Diego, California

Phone: Area Code 714, 437-6175

NAVAL AIR STATION STUDY CENTER, NORTH ISLAND (Continued)  
San Diego, California

Mr. Ross McCandless  
LaVerne College Residency Center  
Building 624  
Naval Air Station, North Island  
San Diego, California 92135

Phone: Area Code 714, 437-5088

Department of Defense

Navy

NAVAL HOSPITAL EDUCATION STUDY CENTER  
Great Lakes, Illinois

Cooperating University:

Carthage College  
Kenosha, Wisconsin

Programs or Courses Offered:

Health Care Administration Program - a two-year program leading to an Associate Arts degree in Health Care Administration. Program includes courses in business administration.

Who May Attend:

Federal employees (military and civilian) by permission on a space-available basis.

General Information:

Courses are attended by both military and civilian personnel from the various commands at the Great Lakes Naval Base. Classes are held after hours in Building 82H, Naval Hospital.

For Further Information Contact:

Education Officer, Code 3  
Naval Hospital Command  
Great Lakes, Illinois 60088

Phone: Area Code 312, 688-2023

Department of Defense

Navy

NAVAL SHIP MISSILE SYSTEMS ENGINEERING STATION STUDY CENTER  
Port Hueneme, California

Cooperating Universities:

University of California Extension  
Santa Barbara, California

University of Southern California  
Los Angeles, California

Programs or Courses Offered:

University of California Extension: A variety of undergraduate courses applicable to certificate programs in data processing and personnel management, as well as extension courses creditable toward the MBA degree.

University of Southern California: A planned curriculum of graduate courses on a cyclical basis applicable toward the M.S. Degree in Electrical Engineering, Control Systems specialization.

Who May Attend:

Military and civilian employees of all Federal Activities in the area. First priority given to Station employees. Admission to Master's program courses subject to admittance to graduate school of the University.

General Information:

Classes are held substantially after-hours in classrooms provided by the Station.

For Further Information Contact:

Mr. James E. Rumsey  
Head, Employee Development Division  
Civilian Personnel Department  
Naval Ship Missile Systems Engineering Station (Code 0630)  
Port Hueneme, California 93043

Phone: Area Code 805, 982-5747



Department of Defense

Navy

NAVAL SUPPLY CENTER AFTER HOURS EDUCATION CENTER  
Norfolk, Virginia

Cooperating University :

Old Dominion University  
Norfolk, Virginia

Programs or Courses Offered:

Courses in accounting, economics, data processing, psychology  
and management; certificate program (30 hours)

Who May Attend:

Federal Employees (military or civilian)

General Information:

This Center is sponsored by the Naval Supply Center; classes  
are held in NSC facilities after working hours.

For Further Information Contact:

Mrs. Mary K. Lawson  
Director, Training Division  
Civilian Personnel Department  
Naval Supply Center  
Norfolk, Virginia 23512

Phone : Area Code 703, 444-2144

Department of Defense

Navy

NAVY FINANCE CENTER EDUCATION STUDY CENTER  
Cleveland, Ohio

Cooperating Universities:

Cuyahoga Community College  
Cleveland, Ohio

Cleveland State University  
Cleveland, Ohio

John Carroll University  
Cleveland, Ohio

Programs or Courses Offered:

Arrangements with Cuyahoga Community College are for courses in accounting, communication and management leading to a certificate of study, or preparation for transfer to colleges or universities which offer degrees in Liberal Arts or Business Administration. Arrangements with Cleveland State University and John Carroll University are for courses in management for self-development of Navy Finance Center Managers.

Who May Attend:

Navy Finance Center employees and others by permission on a space-available basis.

General Information:

This Study Center is sponsored by the Navy Finance Center, Cleveland. Classes are held during and after working hours in the Federal Office Building, Cleveland, Ohio.

For Further Information Contact:

Mr. Edward N. Belt  
Employee Development Officer  
Navy Finance Center  
Cleveland, Ohio 44199

Phone: Area Code 216, 522-5594

Department of Defense

Defense Mapping Agency

DEFENSE MAPPING AGENCY TOPOGRAPHIC CENTER  
Washington, D.C.

Cooperating University:

George Washington University  
Washington, D.C.

Programs or Courses Offered:

Bachelor of Science Degree Program in the Geodetic and  
Cartographic Sciences and Oceanography.

Who May Attend:

Open to employees of the Defense Mapping Agency and  
others by permission.

General Information:

Five classrooms adaptable to laboratories are located at  
the Defense Mapping Agency.

For Further Information Contact:

Mr. Eugene F. Hastings, Chief  
Training & Development Division  
Personnel Office  
Defense Mapping Agency Topographic Center  
6500 Brooks Lane  
Washington, D.C. 20315

Phone: Area Code 202, 227-2147

Department of Defense

Defense Supply Agency

DEFENSE CONTRACT ADMINISTRATION SERVICE REGION

DCASR, Chicago, Illinois

Cooperating University:

De Paul University  
Chicago, Illinois

Programs or Courses Offered:

Courses in Behavioral and Management Sciences leading to a Masters Degree in Behavioral Science or Management Science.

Who May Attend:

Federal employees and others by permission on a space available basis.

General Information:

Classes are held once a week at DCASR, Chicago. Tuition assistance of \$200 per employee for each calendar year for job related courses.

For Further Information Contact:

Mr. Owen R. Henry  
Chief, Employee Development and Incentives Division  
Defense Contract Administration Service Region  
P.O. Box 66475  
Chicago, Illinois 60666

Phone: Area Code 312, 694-3031, ext. 6368  
Autovon - 930-6368

District of Columbia Government

D.C. DEPARTMENT OF CORRECTIONS  
Washington, D.C.

Cooperating University:

Washington Technical Institute  
Washington, D.C.

Programs or Courses Offered:

A.A. in Correctional Administration and certificate in  
Correctional Administration.

Who May Attend:

Correctional Department Employees and other Justice System personnel.

General Information:

Washington Technical Institute classroom space is provided in the  
D.C. Jail, Director's Office, 614 H Street, N.W., and the Department's  
Training Academy at Lorton, Virginia.

For Further Information Contact:

Mr. John W. Sisson, Jr.  
Correctional Training Administrator  
D.C. Department of Corrections  
Box 25  
Lorton, Virginia 22079

Phone: Area Code 202, 629-3971, extension 485

General Services Administration

TCJC DOWNTOWN STUDY CENTER  
Fort Worth, Texas

Cooperating Institution:

Tarrant County Junior College  
Fort Worth, Texas

Programs or Courses Offered:

Applied Psychology  
Developmental English  
Introduction to Philosophy  
Principles of Accounting I  
Principles of Economics I  
Public Speaking

These courses are conducted for college credit.

Who May Attend:

These courses are available to anyone meeting the entrance requirements of the Tarrant County Junior College.

General Information:

All courses will be held in classroom space in the Fort Worth Building. Classes meet from 5:00 - 6:15 p.m. If continuing interest is maintained the courses will be offered on a continuing basis.

For Further Information Contact:

Mr. Ed Windebank or Dr. Delbert Derrett  
Tarrant County Junior College  
1400 Fort Worth National Bank Building  
Fort Worth, Texas

Phone: Area Code 817, 336-7851

or:

Mr. Ones A. Ross  
Regional Training Officer  
General Services Administration  
819 Taylor Street  
Forth Worth, Texas

Phone: Area Code 817, 334-2364

Department of Health, Education and Welfare

National Institute of Mental Health

SEH UPWARD MOBILITY COLLEGE

Saint Elizabeths Hospital  
Washington, D.C.

Cooperating University:

Federal City College  
Washington, D.C.

Programs or Courses Offered:

General college courses leading to a Baccalaureate degree. Possible specializations may include Business Administration, Procurement, Public Administration, Physical Sciences, Education, Urban Studies and Computer Sciences.

Who May Attend:

Non-professional employees of Saint Elizabeths Hospital who are GS-7 or below (or equivalent) and who have over one year of service with the Government. These employees must also be high school graduates or have a high school equivalency certificate.

General Information:

Classes are held in several classrooms located in Center Building on the Hospital grounds. These classes are in session during the day, evening and over the weekends.

Student attendance is a combination of on and off-duty hours.

For Further Information Contact:

Chief, Employee Development Section  
Room 302, E Building  
Saint Elizabeths Hospital  
Washington, D.C. 20032

Phone: Area Code 202, 574-7434

Department of Health, Education and Welfare

Office of the Secretary

PROJECT START

330 Independence Ave., S.W.  
Washington, D.C.

Cooperating University:

Federal City College  
Washington, D.C.

Who May Attend:

Students are selected from the Lorton Program which is sponsored by the Federal City College in conjunction with HEW.

General Information:

Classes are held on campus, day and evening. Students receive 50% release time for attending classes.

For Further Information Contact:

Lawrence Cromartie  
Room 4194  
330 Independence Ave., S.W.  
Washington, D.C. 20202

Phone: Area Code 202, 962-0753



Department of Health, Education, and Welfare

Office of the Secretary

STRIDE PROGRAM

425 Second Street, N.W.  
Washington, D.C.

Cooperating University:

Federal City College  
Washington, D.C.

Programs or Courses Offered:

Courses leading to a degree in Community Education.

Who May Attend:

Non-professional employees at HEW with one year of Government service who are selected through a competitive process. The program is nationwide with an expected enrollment of 5,000 interns.

General Information:

Locally, classes are held at the main campus of Federal City College.

For Further Information Contact:

Miss Barbara Freeman  
Room 1132-FOB-6  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

Phone: Area Code 202, 962-4211

Department of Justice

Bureau of Prisons

FEDERAL CORRECTIONAL INSTITUTION STUDY CENTER  
Sandstone, Minnesota

Cooperating College:

Lakewood State Junior College  
White Bear Lake, Minnesota

Programs or Courses Offered:

Introduction to Corrections, Introduction to Counseling, Counseling Practicum and Group Counseling have been offered. College credits are awarded for successful completion of each course toward A.A. degree in Corrections.

Who May Attend:

Designed primarily for Federal and State Employees in Corrections, but available to non-government personnel also.

General Information:

The staff training area of the Federal Correctional Institution is made available for the conduct of the classes. Classes are held during working hours and also during non-duty hours.

For Further Information Contact

Mr. William A. Wester, Personnel Officer  
Federal Correctional Institution  
Sandstone, Minnesota 55072

Phone: Area Code 612, 245-2262, extension 12

National Aeronautics and Space Administration

KENNEDY SPACE CENTER GRADUATE PROGRAM  
Cocoa, Florida

Cooperating University:

University of Florida  
Gainesville, Florida

Programs or Courses Offered:

Engineering courses leading to degrees at the master and bachelor's level with additional on-campus work at the doctoral level.

Who May Attend:

NASA, Civil Service and Contractor employees may attend.

General Information:

The study center is part of the Graduate Engineering Education Systems (GENESYS) of the University of Florida. Classrooms are in off-center facilities.

For Further Information Contact:

Systems Training and Employees Development Branch  
John F. Kennedy Space Center, NASA  
Kennedy Space Center, Florida 32899

Phone: Area Code 305, 867-7110

Veterans Administration

VETERANS ADMINISTRATION HOSPITAL  
East Orange, New Jersey

Cooperating University:

Middlesex County College  
Edison, New Jersey 08817

Program or Courses Offered:

On-site Associated Degree Program in Nursing

Who May Attend:

Employees only. Requirements same as those for campus admission.

General Information:

Classes are held at VA Hospital. Two courses per semester offered two evenings, four hours per week. Two-year program extended to four years. Students pay own expenses with chargeback to county of residence for admission.

For Further Information Contact:

Michael S. Bourke  
Personnel Management Specialist  
East Orange, New Jersey 07019

Phone: Area Code 201, 676-1000, extension 368

REGIONAL TRAINING CENTERS  
U.S. CIVIL SERVICE COMMISSION

CSC Regions

Regional Training Center  
Atlanta Region  
U.S. Civil Service Commission  
Atlanta Merchandise Mart  
240 Peachtree Street, N.W.  
Atlanta, Georgia 30303  
Phone: Area Code 404, 526-4477

Regional Training Center  
Boston Region  
U.S. Civil Service Commission  
Post Office & Courthouse Bldg.  
Boston, Massachusetts 02109  
Phone: Area Code 617, 223-2569

Regional Training Center  
Chicago Region  
U.S. Civil Service Commission  
610 S. Canal Street  
Chicago, Illinois 60607  
Phone: Area Code 312, 353-2927

Regional Training Center  
Dallas Region  
U.S. Civil Service Commission  
1100 Commerce Street  
Dallas, Texas 75202  
Phone: Area Code 214, 749-3915

Regional Training Center  
Denver Region  
U.S. Civil Service Commission  
Building 20  
Denver Federal Center  
Denver, Colorado 80225  
Phone: Area Code 303, 234-2304

Regional Training Center  
New York Region  
U.S. Civil Service Commission  
Federal Building  
26 Federal Plaza  
New York, New York 10017  
Phone: Area Code 212, 264-0460

Geographic Boundaries

Alabama, Florida, Georgia,  
Kentucky, Mississippi,  
North Carolina, South Carolina,  
Tennessee

Connecticut, Maine, Massachusetts,  
New Hampshire, Rhode Island,  
Vermont

Illinois, Indiana, Michigan,  
Minnesota, Ohio, Wisconsin

Arkansas, Louisiana, New Mexico,  
Oklahoma, and Texas; Swan Islands;  
Panama Canal Zone

Colorado, Montana, North Dakota,  
South Dakota, Utah, Wyoming

New Jersey, New York, Puerto Rico,  
Virgin Islands

### CSC Regions

Regional Training Center  
Philadelphia Region  
U.S. Civil Service Commission  
Customhouse  
Second and Chestnut Streets  
Philadelphia, Pennsylvania 19106  
Phone: Area Code 215, 597-4442

Regional Training Center  
San Francisco Region  
U.S. Civil Service Commission  
Federal Bldg. - Box 36010  
450 Golden Gate Avenue  
San Francisco, California 94102  
Phone: Area Code 415, 556-5738

Regional Training Center  
Seattle Region  
U.S. Civil Service Commission  
Room 3079  
Federal Office Building  
First Avenue & Madison Street  
Seattle, Washington 98104  
Phone: Area Code 206, 442-4700

Regional Training Center  
St. Louis Region  
U.S. Civil Service Commission  
1256 Federal Building  
1520 Market Street  
St. Louis, Missouri 63103  
Phone: Area Code 314, 622-4274

### Geographic Boundaries

Delaware, Maryland (except Montgomery and Prince Georges Counties), Virginia (except Alexandria, Fairfax, and Falls Church Cities; Arlington, Fairfax, Loudoun, and Prince William Counties), West Virginia, and Pennsylvania

Arizona, California, Hawaii, and Nevada. Also includes the U.S. Territories of Guam, American Samoa, Canton, Wake, Johnston, and Midway Islands. Australia, Bonins, Burma, Fiji, Formosa, Hong Kong, Indonesia, Japan, Korea, Laos, New Zealand, Philippines, Ryukyus, Thailand, Trust Territories and Vietnam

Alaska, Idaho, Oregon, Washington

Iowa, Kansas, Missouri, Nebraska

